SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: WEB PUBLISHING

CODE NO. : OAD301   **SEMESTER:** FIVE

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: LYNN DEE EASON

DATE: APRIL 2012   **PREVIOUS OUTLINE DATED:** APRIL 2011

APPROVED: "Brian Punch"   Apr 2012

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                CHAIR   DATE

TOTAL CREDITS: 3

PREREQUISITE(S): NONE

HOURS/WEEK: 6 hours/7 weeks

I. COURSE DESCRIPTION:

Web sites are a major communication tool for business. Graduates of this course will be able to design, prepare, update, and publish Web pages using SharePoint Designer 2007. Advanced features will be studied as well as the integration of Office components into a Web site.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Describe and work with the various elements involved in web publishing.
   - Work with HTML at a basic level
   - Recognize and utilize good web design principles

2. Create and modify a SharePoint Designer 2007 Web.

   Potential Elements of the Performance:
   - Identify components of the SharePoint Designer interface
   - Build a web site
   - Customize a web site
   - Add new pages and folders to a web site
   - Import a web page
   - Work with templates
   - Create lists
   - Create an external style sheet and establish element and class styles
   - Define content sections
   - Create a two-column layout
   - Work with image files
   - Create links, link bars, email links, and bookmarks
   - Create image maps and link hotspots to bookmarks
   - Test and validate a web site
   - Identify options for publishing
   - Publish original sites and changes to a web site
   - Check for spelling errors and broken hyperlinks

3. Integrate Office 2007 documents and interactive forms to web sites.

   Potential Elements of the Performance:
   - Add Flash, Windows Media Player, QuickTime, Word, PowerPoint, Excel, and Access content to a web page
   - Create basic rollovers and customize
   - Create and work with layers
   - Work with layout tables
   - Design and create web forms

- Apply basic search engine optimization techniques
- Produce site reports

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Office SharePoint Designer 2007 Basic. ILT Series.   Thomson Course Technology. ISBN: 1-4239-5115-8

Microsoft Office SharePoint Designer 2007 Advanced. ILT Series. Thomson Course Technology. ISBN: 1-4239-5111-5

USB memory stick (recommended)

Two (2) labeled file folders

IV. EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Reporting:

S   Satisfactory Progress
U   Unsatisfactory Progress
R   Repeat (objectives have not been met)
NR   Grade not reported to Registrar's Office

Breakdown of Final Grade:

For success of this course, students must complete:
   Two tests (including both hands-on and theory)
   -   Test 1 – 35%
   -   Test 2 – 35%   **70%**
   Assigned projects in a timely, accurate manner   **30%**
                                                           100%

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/	

	clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI.   SPECIAL NOTES:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the chair which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise their skills on a daily basis.

All the Right Type typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

A late assignment will be accepted if submitted within **72 hours** of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test.

Test papers may be returned to the student after grading to permit review of the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date.

Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

For those students who have
- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII.   **COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.